

Library of Michigan Circulation Guidelines

Rev. January 2011

I. Introduction

This document addresses the Library of Michigan's circulating and non-circulating collections, borrowing privileges, loan periods, overdues, and restrictions. Resources are available for use on site by all. The Library of Michigan complies with the guidelines set forth by PA 455 of 1982 (Michigan Compiled Laws 397.601-397.606: The Library Privacy Act), regarding confidentiality of patron records and circulation transactions.

II. Collections

- A. Collections which circulate to state employees
 - 1. Federal Documents (items published before 1910 subject to librarian review before loaning)
 - 2. Main Collection
 - 3. Michigan Collection (second copies only)
 - 4. Michigan Documents (second copies only)
- B. Non-circulating Collections
 - 1. Desk Copies
 - 2. Genealogy Collection
 - 3. Government Documents Periodical Collection
 - 4. Government Documents Reference Collection
 - 5. Law Collection
 - 6. Map and Flat File Collection
 - 7. Michigan Official Documents Collection (first copies)
 - 8. Michigan Reference Collection (first copies)
 - 9. Michigan Vertical File Collection
 - 10. Microfiche Collection
 - 11. Microfilm Collection
 - 12. Periodical Collection
 - 13. Rare Collection
 - 14. Reference Collection

III. Circulation

- A. Borrowing Privileges

Employees of the Legislative, Executive, and Judicial Branches of Michigan government may borrow circulating resources from the Library of Michigan. Proof of employee status may be established by presenting a state employee identification card.
- B. Loan Period

28-Day Loan Period--All items from circulating collections are loaned to State of Michigan employees for 28 days.

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C. Holds and Recalls

1. Holds – State employees may request holds. This will reserve items when they are returned by another patron. Once returned, the patron will be notified and the items will be held at the appropriate Circulation Desk for five days only. After that time, the hold will be removed and the item will be returned to the shelf.
2. Recalls - A recall is a request for the return of a borrowed item, often prior to its original due date, because the item is needed by another patron.

An item may be recalled for state employees if:

- a. It is overdue, or
- b. A hold has been placed on the item and it is within a renewal period, or
- c. The item has been checked out to the other patron for at least half of the loan period.

D. Renewals

Items may be renewed if:

1. No holds are on the item, and
2. The item is no more than 25 days overdue at the time of the renewal request, and
3. The item has not been renewed more than three times.

IV. Overdue, Non-Returned, Lost or Damaged Items

A. Overdue Items

1. Fines for overdues are not assessed.
2. Notices are sent at the following intervals:
 - First Notice - 7 days after due date
 - Second Notice - 14 days after due date
 - Final Notice - 21 days after due date
 - Invoice - 28 days after due date

B. Non-Returned, Lost or Damaged Items

1. Patrons will be charged for non-returned or lost items. If the items are returned, charges are waived.
2. An invoice for replacement or repair costs may be prepared for items damaged during the loan period. Patrons are encouraged to notify staff of any noticeable damage to materials prior to checkout.

V. Suspension of Borrowing Privileges

When a patron has been invoiced, all borrowing privileges will be suspended. The suspension of privileges will remain in effect until charges are paid or the item is returned. If the patron states that the item has been returned or was not borrowed, a search will be initiated. Borrowing privileges may be reinstated for the duration of the search.